Manage Jurisdictions and Splits

Every voter is linked to a particular jurisdiction and split. The jurisdiction is the particular voting precinct, municipal/township, Legislative district, school district, ward, water development district, etc. that the voter resides in based off their residence address. The split tells you every jurisdiction that the voter is linked to and can vote in. You can manage both your jurisdictions and splits from the **County Utilities** drop-down menu. To access your jurisdictions, select **Manage Jurisdictions** from the **County Utilities** drop-down menu.

Your screen should look similar to the picture below. (Every county will look different, as the jurisdictions in the "Jurisdiction Type" drop-down menu are unique to your county.)

We are using Hughes County for this example. Hughes County has seven different jurisdiction types, as you can see in the screen shot above. They are Circuit Court Judge, Municipal/Township, Precinct, Road, School Board Representation Area, School, and Ward. Other counties may have more (or less) jurisdiction types. (Other jurisdiction types include Water Development District, School District Polling Place, Ambulance, County Commissioner, etc.)

To start, we have selected "Municipal/Township" from the drop-down box (**red** circle). The jurisdiction code (blue box) corresponds with the particular jurisdiction name (green box). For example, Harrold has a code of 475.

Manage Jurisdictions

Jurisdiction Type: Municipal/Township

Refresh

Code	Name		
02	Blunt City	Update Split Names	Edit Jurisdiction Name
100	Blunt Township	Update Split Names	Edit Jurisdiction Name
117	Bretton Township	Update Split Names	Edit Jurisdiction Name
139	Buckeye Township	Update Split Names	Edit Jurisdiction Name
154	Butte Township	Update Split Names	Edit Jurisdiction Name
155	Byron Township	Update Split Names	Edit Jurisdiction Name
161	Canning Township	Update Split Names	Edit Jurisdiction Name
282	DeGrey Township	Update Split Names	Edit Jurisdiction Name
308	Dry Run Township	Update Split Names	Edit Jurisdiction Name
475	Harrold	Update Split Names	Edit Jurisdiction Name

If you would like to change your code for a particular jurisdiction, click on Edit Jurisdiction Name (**red** box). Enter the desired code you prefer and click **Update**. You can change the code number to anything you prefer. For this example, we are changing the code from "475" to "Harrold".

Manage Jurisdictions

Jurisdiction Type: Municipal/Township

Refresh

Code	Name		
02	Blunt City	Update Split Names	Edit Jurisdiction Name
100	Blunt Township	Update Split Names	Edit Jurisdiction Name
117	Bretton Township	Update Split Names	Edit Jurisdiction Name
139	Buckeye Township	Update Split Names	Edit Jurisdiction Name
154	Butte Township	Update Split Names	Edit Jurisdiction Name
155	Byron Township	Update Split Names	Edit Jurisdiction Name
161	Canning Township	Update Split Names	Edit Jurisdiction Name
282	DeGrey Township	Update Split Names	Edit Jurisdiction Name
308	Dry Run Township	Update Split Names	Edit Jurisdiction Name
475	Harrold	Update Split Names	Edit Jurisdiction Name

475	Harrold	Update Split Names	Edit Jurisdiction Name
Code: Harrold			
Name: Harrold			
Update Cancel			

After you click the **Update** button, you can see the code listed for Harrold is now "Harrold" (**purple** arrow). Now that the code has been changed, you need to click the "Update Split Names" link (**red** box). That button will change the code "475" to "Harrold" throughout the entire site. That will be reflected on the Voter Info tab, the split on the Edit Voter tab, in the Data Generator, in the registration lists and other Reports, and in the Street Master. After clicking that, you will get a message at the top of the page saying "Splits updated successfully".

SECRETARY OF STATE
Shantel Krebs

TOTAL VOTE

TEST

Hi brandon ! [Log Out]
Hughes
10,891 Active Voters
Special Election - 3/3/2015

Home	Voter	Reports	Elections	County Utilities

Quick Search

Last Name | First Name | Bar Code/Voter ID | Go

Manage Jurisdictions

Splits updated successfully

Jurisdiction Type: Municipal/Township ▼

Refresh

Code	Name		
02	Blunt City	Update Split Names	Edit Jurisdiction Name
100	Blunt Township	Update Split Names	Edit Jurisdiction Name
117	Bretton Township	Update Split Names	Edit Jurisdiction Name
139	Buckeye Township	Update Split Names	Edit Jurisdiction Name
154	Butte Township	Update Split Names	Edit Jurisdiction Name
155	Byron Township	Update Split Names	Edit Jurisdiction Name
161	Canning Township	Update Split Names	Edit Jurisdiction Name
282	DeGrey Township	Update Split Names	Edit Jurisdiction Name
308	Dry Run Township	Update Split Names	Edit Jurisdiction Name
Harrold	Harrold	Update Split Names	Edit Jurisdiction Name
476	Harrold Township	Update Split Names	Edit Jurisdiction Name

That is how you can view your county's voting jurisdictions and manage their names and codes. Feel free to go through your other jurisdiction types and follow the same steps to update them. Now that you know how to manage your jurisdictions, we will move on to managing your splits.

Select **Manage Splits** from the **County Utilities** drop-down menu.

Your screen will look similar to the picture below. Again, every county will look a little different, as they all have unique splits. (FYI: We will be using Custer County for this example.)

Each line contains a Split Number and the Split Name. Also, you have the ability to edit the split name and the jurisdictions assigned to it. In addition, you can view all your voters that are assigned to that split.

FYI: Split numbers in TotalVote are all eight digits. Take a look at the first split listed above. The split number is **21000101**. Here is how this split number was generated:

21   The first two numbers are the county ID number (Custer County is 21).

0001   The next four digits are the precinct number. This split is for Precinct 01. (You won't see any precincts/splits that start with anything other than 00 until your county gets more than 100 precincts.)

01   The last two digits are the split number within that precinct. This is the first split for Precinct 01.

Changing the Names of your Splits

Currently, the split name is defaulted to list all the jurisdictions that are tied to it. While this is helpful information to see, it is not necessary and can easily be simplified. (For example: Since all splits in Custer county are in Senate and House Districts 30, we can remove that information from the split names, because it doesn't need to be displayed. It would be repetitive to show that information in every single split.)

In order to change the name of a split, click on Edit (red box). Then, in the Split Name box, you can erase what is there and type in anything that you wish. The split name doesn't have to be a number; it can be anything you want.

We are going to go through and rename all of Custer County's splits. The first split listed (21000101) is Custer County's only split for the town of Hermosa. Therefore, we are going to rename this split from its old name of "**Pre-01 M-63 Sen-30 H-30 Sch-161**" to simply "**Hermosa**". Then click Update (**purple** box). We are going to rename all of Custer County's splits in this manner.

Split Number	Split Name			
21000101	Pre-01 M-63 Sen-30 H-30 Sch-161 (21000101)	Edit Jurisdictions	Voters	Edit
Split Name Hermosa				
Update Cancel				
21000102	Pre-01 Sen-30 H-30 Sch-161 (21000102)	Edit Jurisdictions	Voters	Edit
21000201	Pre-02 Sen-30 H-30 Sch-161 (21000201)	Edit Jurisdictions	Voters	Edit
21000202	Pre-02 M-62 Sen-30 H-30 Sch-161 (21000202)	Edit Jurisdictions	Voters	Edit
21000301	Pre-03 Sen-30 H-30 Sch-161 (21000301)	Edit Jurisdictions	Voters	Edit
21000302	Pre-03 M-60 Sen-30 H-30 Sch-232 (21000302)	Edit Jurisdictions	Voters	Edit
21000303	Pre-03 Sen-30 H-30 Sch-232 (21000303)	Edit Jurisdictions	Voters	Edit
21000401	Pre-04 Sen-30 H-30 Sch-232 (21000401)	Edit Jurisdictions	Voters	Edit

After we have changed the names of Custer's splits, they look like this. These splits will be displayed this way throughout TotalVote (again—on the voter records, in the Data Generator, in the poll books and other Reports, and in the Street Master.)

Split Number	Split Name				
21000101	Hermosa (21000101)		Edit Jurisdictions	Voters	Edit
21000102	Precinct 1 (21000102)		Edit Jurisdictions	Voters	Edit
21000201	Precinct 2 (21000201)		Edit Jurisdictions	Voters	Edit
21000202	Fairburn (21000202)		Edit Jurisdictions	Voters	Edit
21000301	Precinct 3 Custer School Dist. (21000301)		Edit Jurisdictions	Voters	Edit
21000302	Buffalo Gap (21000302)		Edit Jurisdictions	Voters	Edit
21000303	Precinct 3 Hot Springs School Dist. (21000303)		Edit Jurisdictions	Voters	Edit
21000401	Precinct 4 Hot Springs School Dist. (21000401)		Edit Jurisdictions	Voters	Edit
21000402	Pringle (21000402)		Edit Jurisdictions	Voters	Edit
21000403	Precinct 4 Custer School Dist. (21000403)		Edit Jurisdictions	Voters	Edit
21000501	Precinct 5 (21000501)		Edit Jurisdictions	Voters	Edit
21000602	Custer Ward 1 (21000602)		Edit Jurisdictions	Voters	Edit
21000701	Custer Ward 2 (21000701)		Edit Jurisdictions	Voters	Edit
21000801	Custer Ward 3 (21000801)		Edit Jurisdictions	Voters	Edit
21000901	Precinct 9 (21000901)		Edit Jurisdictions	Voters	Edit
21001001	Precinct 10 Custer School Dist. (21001001)		Edit Jurisdictions	Voters	Edit
21001002	Elk Mountain School Dist. (21001002)		Edit Jurisdictions	Voters	Edit

Cleaning Up Your Splits

You might have splits that you can delete. One of the best ways to look over your splits is by viewing your **Splits** report and seeing the voter totals that are tied to each. Go to the "Reports" tab and then choose "View Reports". When there, choose "Splits" in the drop-down menu and then click View Report.

When you run this report, you can clearly see all your splits listed with the split number, split name, and voter total on each line. If you see any splits that have a very low amount of voters, you might want to take a look and see if those voters are in the wrong place. (Below, we have marked some splits with low voter totals. While numbers may vary from county to county, a good rule of thumb to start out with is to investigate any split with less than 10 voters.)

Hughes

Split	Jurisdictions	Count
36000501	Pre-05 M-100 Sen-24 H-24 Sch-583	1
36000502	Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-6	12
36000503	Pre-05 M-161 Sen-24 H-24 Sch-583 SBR-7	30
36000504	Pre-05 M-636 Sen-24 H-24 Sch-583 SBR-6	9
36000505	Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-7	33
36000506	Pre-05 M-161 Sen-24 H-24 Sch-583	1
36000507	Pre-05 M-1082 Sen-24 H-24 Sch-583 SBR-7	11
36000509	Pre-05 W-1 M-02 Sen-24 H-24 Sch-583 SBR-7	15
36000510	Pre-05 W-1 M-02 Sen-24 H-24 Sch-583 SBR-6	35
36000511	Pre-05 W-2 M-02 Sen-24 H-24 Sch-583 SBR-7	14
36000512	Pre-05 W-2 M-02 Sen-24 H-24 Sch-583 SBR-6	56
36000513	Pre-05 W-3 M-02 Sen-24 H-24 Sch-583 SBR-6	52
36000514	Pre-05 W-3 M-02 Sen-24 H-24 Sch-583 SBR-7	87
36000701	Pre-07 M-832 Sen-24 H-24 Sch-342	7
36000702	Pre-07 M-832 Sen-24 H-24 Sch-583	4

After you have cleaned up your splits and moved all your voters into the correct places, you might have some empty/extra splits with no voters in them. If you go back to your **Manage Splits** page, you will see a "Delete" button that becomes activated whenever you have a split with no voters tied to it. Feel free to use that button to delete that empty split from your county.

36000505	Pre-05 M-100 Sen-24 H-24 Sch-583 SBR-7 (36000505)	Edit Jurisdictions	Voters		Edit
36000506	Pre-05 M-161 Sen-24 H-24 Sch-583 (36000506)	Edit Jurisdictions	Voters		Edit
36000507	Pre-05 M-1082 Sen-24 H-24 Sch-583 SBR-7 (36000507)	Edit Jurisdictions	Voters		Edit
36000508	Pre-05 W-03 M-02 Sen-24 H-24 Sch-583 SBR-6 (36000508)	Edit Jurisdictions	Voters	Delete	Edit

Creating New Jurisdictions

*Do NOT create new jurisidctions or splits after ballots have been created and exported.

Now let's move on to editing the jurisdictions that are tied to each split. We will go back to Custer County's splits. Let's say that the town of Hermosa, SD got a fire district. Therefore, we need to add this information to TotalVote.

Go back to the "Manage Splits" page and find the split for Hermosa. Then click on "Edit Jurisdictions" (orange circle).

You will be taken to the page below. At the top, choose "Fire" from the Jurisdiction Type drop-down box. Then assign the new district a name and a code (step 1). When you are finished, click the "Add Jurisdiction" button on the right side of the page (step 2).

That new jurisdiction will then appear in the "Linked Jurisdictions" box, with the rest of the jurisdictions this split is linked to (step 3). All the voters in this jurisdiction are now linked to this new fire district.

The final step is to update the split name. Click the Update Split Name button and the name of the appropriate split will be updated. **NOTE: Do NOT create a split after you create a ballot.**

Adding/Removing Jurisdictions from Splits
In the example above, you saw how easy it was to add a jurisdiction by adding a fire district to Hermosa. If you ever need to <u>remove</u> a jurisdiction, here is what you do:

Pull up the split to be edited:

Again, you will be directed back to this page. On the left (**green** box) is the list of all available jurisdictions for your entire county. On the right (**blue** box) is the list of the jurisdictions that are currently linked to the split you have chosen.

Let's remove the fire district we just added for Hermosa. On the right, click on the fire district so it is highlighted yellow. Then click the double arrows pointing **left** in the middle of the page (circled).

Once you do, the highlighted fire district will move to the left side of the screen. Since it is no longer in the blue box, it is no longer linked to that split. The changes you make are immediately saved.

Merging Splits

If you have multiple splits that can merged into one, you can simply merge those splits together. From the example below, you can see that split 21000101 and 21000102 have the same jurisdictions linked (based off of the Split Name) to them and therefore can be merged. First, click the "Merge" button for the split that you want to merge and it will fill in on the "From Split:" box at the top of the page. Then, select the second "Merge" button on the split you want to combine it with, and it will fill in on the "To Split:" box.

Since these splits are combinable, you get a message that says "Splits merged successfully. Please delete split '21000102'." Since split 21000102 has zero voters assigned to it, I can now delete it (Below).

Addling Splits

If there is a new split that needs to be added, you can do so by choosing the precinct that the new split will be tied to and clicking the Add Split button.

Once you have clicked the "Add Split" button, you should see a screen like the one below. This is where you can select the appropriate jurisdictions that are linked to this split by selecting the appropriate jurisdiction from the Available Jurisdictions box and clicking the "Link>>" button to move the jurisdiction over to the Linked Jurisdictions box.

Once all of the jurisdictions have been linked, click the "Update Split Name" button and the split name will be updated.

Creating a New Precinct

If a new precinct needs to be created, you can do that under the Manage Splits screen as well. Enter in the new Precinct Name and Precinct Code and click on "Add Precinct".

Once you have added the new precinct, you should see a screen like the one below. Again, you will want to link the appropriate jurisdictions and click the "Update Split Name" button when you have finished.